



TO: System Test Coordinators
FROM: Judy Snow, State Assessment Director
jsnow@mt.gov 406-444-3656
DATE: May 16, 2016
RE: Smarter Reminders

Important Dates

- Last day of the Test Window: May 27, 2016
- Results
 - See the table below for the dates systems and schools will receive results and pdf copies of individual student reports on the Online Reporting System (ORS).
 - OPI will release confirmed and validated results in mid July.
 - Systems and schools will receive paper copies of individual student reports in September.

Batch #	Student completes an ELA and/or Math Assessment	Reports in ORS
Batch 1	Through April 8, 2016	April 22, 2016
Batch 2	April 11 through May 13, 2016	May 27, 2016
Batch 3	May 14 through May 27, 2016	June 17, 2016

Reminders for after testing is complete

1. *Access the participation reports to verify test completion for your school and/or system.*
<http://www.opi.mt.gov/pdf/Assessment/SMART/16SmarterQuickTipsParticipationReports.pdf>
2. *System test coordinators and school principals/authorized representatives complete the online Smarter test security agreement*
 - iservices.measuredprogress.org/
 - Scroll to Montana and press **Enter**.
 - Choose **Test Security Agreement**.
 - Click **Montana Smarter**.
 - Select your District and Role and press **Next**.

Montana Enter



- Complete the agreement; press **Next**.
- Check information; press **Confirm**.

Please fill in information below. The required fields are marked with an asterisk.

* System Name:

* School Name:

* Contact Name:

* Contact Phone: () ext.

* Have you read and complied with System Test Coordinator Agreement documentation posted on the OPI website? ☒ Yes ☐ No

3. *Pat yourself on the back!*

